

This handout is intended to give you an overview of the manager's access within the league's new website. Each of you should have received an email with your team password. Additional reminder emails will be sent shortly. Another email will be sent to all of the league parents giving them the password for their individual team. Certain information will only be visible to team members, but we are still working on the details of what information will be restricted.

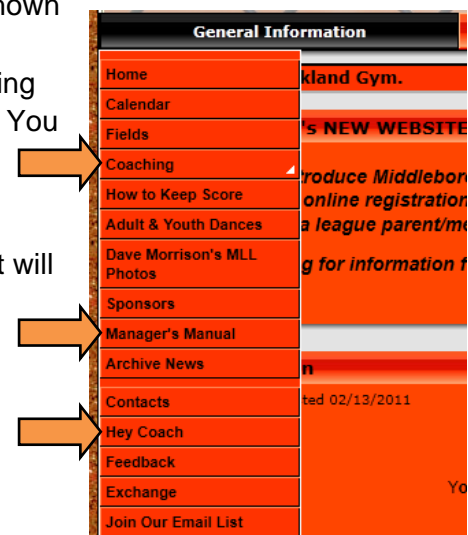
When you go to the site's home page, there are tabs across the top row with link to various pieces of information. The tabs are shown below and you are invited to browse these areas and provide us with your feedback. These tabs are visible from every page within the site.



Each of the tabs pulls down to display additional options as shown to the right. Under the general information tab, you will find coaching tips, the manager's manual (a user's manual regarding your use of the site), and coach bulletins under "Hey Coach". You can also provide feedback through this drop down menu.

To log in to your individual team page, you simply click on the padlock on the right end of the menu tabs shown above. That will bring up the log in screen as shown here:

The image shows a login form titled 'Restricted Area'. It has two input fields: 'Your Full Name:' and 'Password:'. Below the fields are two buttons: 'Submit' and 'Reset'.



You enter your own name and the password provided to you. All security on this site is linked to your password, not your username, so just enter your own name.

After you log in with your password, you will be brought to the Administrative Features page (shown below). Through this page you have direct links to the various tools available to you. Keep in mind, many of these tools are also available directly from your team page. The links include adding menu pages to your team site; posting a team bulletin; adding pictures and documents; scheduling events; and most importantly, emailing your team members! You will only have the ability to perform these functions specific to your team.

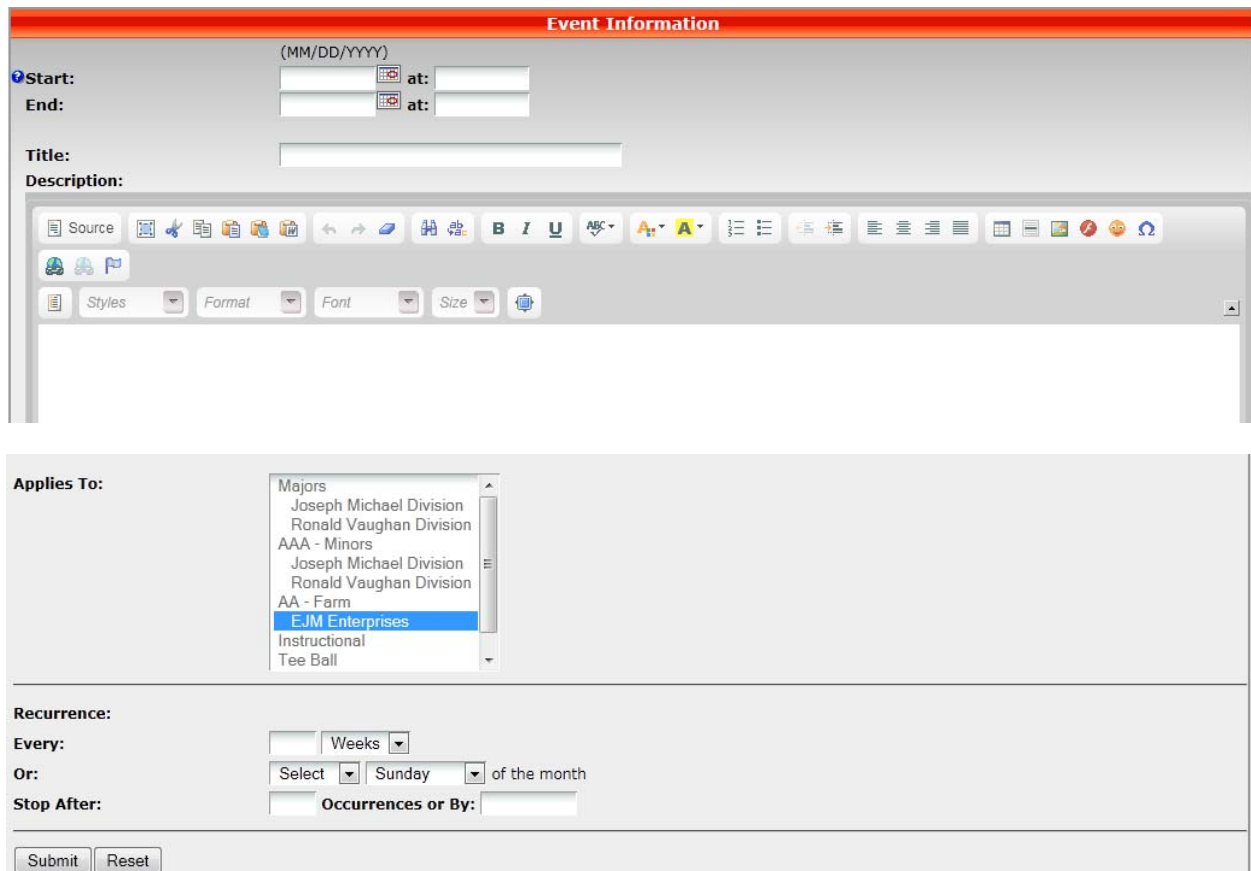
Configuration <ul style="list-style-type: none"> • General Settings • Appearance • Home Page Components • Horizontal Menu Tabs • Vertical Menu Pages • Billing Info / Payment • Security / Passwords • Merchant Accounts 	Messaging <ul style="list-style-type: none"> • Home Page Marquee • Welcome Message • Home Page News • Team Bulletins • Coach Bulletins • Officials Bulletins • Exchange Item • Email Members 	Members <ul style="list-style-type: none"> • Add Member • Lookup Members • Email Members • Registration System • Family Balances NEW • Impersonate Member • Import Members • Export Members • Find Duplicates NEW
Teams <ul style="list-style-type: none"> • Seasons • Divisions & Teams • Assign Rosters • Post Team Bulletin • Enter Game Results • Team Registration • Define Player Statistics • Download Player Stats 	Facilities <ul style="list-style-type: none"> • Add New Facility • List / Edit Facilities • Close a Facility • Facility Manager • Facility Schedule 	Scheduling <ul style="list-style-type: none"> • Add Game or Practice • Generate Schedule • Recurring Games • Master Calendar • Add General Event(s) • Event Maintenance • Import Schedule • Export Schedule • Define Officials Rules
Tools <ul style="list-style-type: none"> • Online Store • Online Forms • Polling • Add Pictures • Add Links Page • Add Document Page • Add Sponsors • List Sponsors • File Storage 	Miscellaneous <ul style="list-style-type: none"> • What's New? • Board Forum • Web Statistics • Visitor Log • Email Log • Log Out 	Support <ul style="list-style-type: none"> • New Features NEW • Site Manual (Help) • Manager's Manual • Video Tutorials NEW • F.A.Q. • Administrator's Forum • Resources • New Support Ticket • Support Ticket List

To get to your team's site directly, simply click on the Team tab at the top of on any page within the site. The first time you click on the Teams tab, you may need to select your division and team from the pull down menus shown below:



Once on your team page, you will have the ability to directly edit the news bulletin or add a new one. Within the bulletin, you can add any sort of a welcome message and you can even add pictures. (Copies of your postings and email messages are sent to the webmaster.)

Teams
News
Contacts
Schedule
Calendar
Roster
Results
Multi-Schedule



Thank you for helping to make our league better!